

Academies Trust

8th Floor, Angel Square,  
Manchester, M60 0AG



# **Privacy Notice**

Students / Pupils

## Privacy Notice – (How we use pupil information)

To run the academy and help learning and achievement for our students, **Co-op Academy Woodlands** collects and uses information about students / pupils. In this document **Co-op Academy Woodlands** is referred to as 'We' or 'Ours'. Students / pupils are referred to as 'You' or 'Your.' The member of academy based staff responsible for day to day data protection issues is referred to as the General Data Protection Regulation (GDPR) Ambassador. The Data Protection Officer (DPO) acts primarily on behalf of the Co-op Academies Trust and represents it academies in an advisory capacity.

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

### What Information do we collect and use about pupils?

We collect many different categories of information, for example:

- Personal details
- Contact details
- Family details
- Admission records
- Attendance records
- Absence details
- Behaviour records
- Behaviour management records
- Academic progress
- Examinations details
- Trips and visits
- Extra-curricular activities
- Photographs of you
- Images from CCTV
- Files, messages, documents and artwork you have produced
- Records of discussions with members of staff
- Records of your use of academy IT systems

In some cases, we will also have:

- Information about consultation with other professionals
- Information about supporting your learning
- Records of any academy equipment loaned to you
- Information about plans for career or post 16 education choices

Some of the personal data we keep is given greater protection and is known as special category personal data.

Special category data that we collect and use about you includes

- Information about health conditions
- Information about sickness related absences
- Information about your ethnic origin

[If the academy uses any form of biometric based systems (for example; fingerprint scanning for academy meals)]

- Biometric data used to identify you

## Why we collect and use this information

We use the information

- To support the admissions process
- To support your learning
- To monitor and report on your academic progress
- To enable you to take part in exams
- To provide appropriate pastoral care
- To help us manage any health conditions that may affect your learning
- To comply with our legal obligations to share information
- To check the quality of our services

## The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you or your parent or legal guardian [Article 6(1)(a)]  
For example: The use of your photographs on our website
- To meet a legal requirement [Article 6(1)(c)]  
For example: Providing information for the Education Department Census
- To protect the vital interests of you or someone else [Article 6(1)(d)]  
For example: Giving your family details to emergency services
- Delivering a public task [Article 6(1)(b)]  
For example: Recording your attendance at the academy each day

Where we use special category data, our use is legal due to one of the following reasons:

- Explicit informed consent given by you or your parent or legal guardian [Article 9(2)(a)]  
For example: Using your fingerprints to identify you to our IT systems
- We are legally obliged to collect and use it [Article 9(2)(b)]  
For example: Information about your ethnic origin or any disability
- To protect the vital interest of you or someone else [Article 9(2)(c)]  
For example: Giving detail of health conditions to the emergency services
- Because it is part of delivering a public service [Article 9(2)(g)]  
For example: Holding data on any medical condition so that we can help you manage it

## Storing your personal data

Most of the personal data that we collect, and use is added to your Educational Record. This record is kept while you attend **Co-op Academy Woodlands**. If you leave **Co-op Academy Woodlands**, then the record will be:

Transferred to the next school you attend or transferred to Leeds City Council

Some personal data is kept for different lengths of time. For example;

- Records of your admission to the academy are kept permanently. We do this as pupils often ask us to confirm the dates they attended **Co-op Academy Woodlands**.
- Detailed information about your daily attendance is kept for three years
- Information about free school meals is kept for the current year and 6 years afterwards

If you'd like to know how long we keep a specific piece of personal data, please contact the academy's GDPR Ambassador whose details can be found at the end of this Privacy Notice.

## Sharing your personal data

At times we may share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- Leeds City Council
- The Department for Education
- The National Pupil Database
- Examining bodies
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers
- Press and the media
- Youth Support Services (Over 13 years)
- Careers service
- The Co-op Academy Trust

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

## Your rights to your personal data

You have rights relating to the personal data that we collect and use. You have different rights depending on the legal basis of the information we are using. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the academy's GDPR Ambassador.

### **The right to be informed:**

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

### **The right of access to your personal data**

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries which do not fall under the requirements of the GDPR.

Some information we hold can not be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the GDPR Ambassador whose details can be found at the end of this Privacy Notice.

### **Other rights**

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved in the process.

You will be given full details of these rights if you request access to your personal data or you can ask the GDPR Ambassador.

### **Parents or Guardian's rights to access your personal data**

If you ask for access to your personal data, we will usually ask your parents or guardian to confirm that we will release it to you. Your parents or guardian can also ask to see the personal data we hold about you directly.

## Who to contact

The academy has the responsibility to ensure that your personal data is protected. In this capacity it is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the academy's GDPR Ambassador:

Alex Bean

[abean@woodlands.coop](mailto:abean@woodlands.coop)

Co-op Academy Woodlands, Foundry Place, Leeds, LS9 6DA

Academies are also required to have someone called a Data Protection Officer or DPO. The DPO advises the academy about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is

Claire Scanlan

[claire.scanlan@coop.co.uk](mailto:claire.scanlan@coop.co.uk)

07739 657 483

Co-op Academies Trust, 8<sup>th</sup> Floor, 1 Angel Square, Manchester, M60 0AG

If you have any questions about this privacy notice please contact the GDPR Ambassador or the Data Protection Officer.